



INFRASTRUCTURE

MINING & METALS

NUCLEAR, SECURITY & ENVIRONMENTAL

OIL, GAS & CHEMICALS

Office Reopening

Expectations at Bechtel-Controlled Offices

Our goal is to create a physically safe workplace as we welcome colleagues back to the office. Our preparations and practices are aligned with the COVID-19 guidance provided by the U.S. Centers for Disease Control and Prevention and the U.S. Occupational Safety and Health Administration but also address the guidance provided by the safety and health regulators and public health authorities that have jurisdiction over the office.

We each have a part to play in successful office reopening and return to work. This document outlines the actions we are taking to maintain a safe place of work as well as the expectations of all colleagues in achieving our goal of creating a safe workplace.

Leadership in each office location will share with you detailed plans and actions taken defined by local conditions and regulations in conjunction with the general guidance described below. If you have specific questions and/or concerns, please reach out to your supervisor or office leadership.



Basic Precautions

Bechtel actions:

- Providing guidelines on social distancing, hand hygiene, and respiratory etiquette.
- Discouraging close contact, contact greetings, and touching of eyes, nose, and face.
- Working with landlords to find ways to minimize direct touching of frequently touched surfaces (e.g., door handles).
- Prior to resuming business operations, conducting a COVID-19 office inspection to ensure that actions identified in the office reopening plan were implemented and having the desired results.

Colleague actions:

- Proactively practicing social distancing and following guidance provided by the company.
- Avoiding touching eyes, nose, or mouth.
- Practicing respiratory etiquette, including covering coughs and sneezes and wearing masks where required.
- Avoiding personal greetings using handshakes or other forms of direct contact.
- Avoiding direct touching of frequently touched surfaces, where possible.
- Regularly washing hands with soap and water or using an alcohol-based hand sanitizer.



Identification and Management of Sick Persons

Bechtel actions:

- Implementing policy requiring confirmed or suspected COVID-19 cases to stay home and self-quarantine
- Implementing policy requiring contact tracing to identify employees who may have come in close contact with confirmed or suspected COVID-19 cases in the workplace and requiring those in close contact to stay home and self-quarantine.
- As dictated by local conditions and AHJ, provide full or partial temperature screening using a thermal camera and/or no-contact thermometer, and prevent any screened employee or visitors with a temperature of 100.4 F (38C) or higher from entering the workplace.

Colleague actions:

- Notifying your supervisor or ES&H representative and not coming to work if confirmed or suspected of having COVID-19 or if you have been in close contact with a confirmed or suspected COVID-19 case.
- Before coming to work each day, conducting a self-assessment for symptoms consistent with COVID-19 (including taking temperature, if possible) and making the safe decision to stay home if you are exhibiting any symptoms.
- Notify supervisor, ES&H, or HR if a reasonable COVID-19 concern case has been observed in the office.



Social Distancing

Bechtel actions:

- Allowing and encouraging alternative work schedules and work from home to facilitate social distancing.
- Allowing high-risk employees to continue to work remotely where feasible and where not feasible attempting to provide appropriate accommodations at the workplace.
- Limiting visitors to essential visitors only; screening all visitors for confirmed or suspected COVID-19 cases or close contact with such cases prior to arrival at the office; and temperature screening all visitors.
- Limiting the capacity of common areas like conference rooms, kitchen areas, and elevators and posting signage identifying maximum capacity.
- Providing guideline to face coverings.

Colleague actions:

- Following all guidance regarding maximum capacity of common areas.
- Eliminating all shared food receptacles (e.g., communal candy/snack jars and/or containers) in the office (does not include shared use refrigerators or freezers).
- Maintaining 6 feet of separation, if possible, while waiting for elevators, temperature screening, using kitchens, and traversing through common areas.
- Wearing face covering when 6 feet distance is not possible or difficult to follow.



Cleaning and Disinfection

Bechtel actions:

- Implementing Bechtel's COVID-19 Recommended Cleaning and Disinfection Practices.
- Cleaning and disinfecting frequently touched areas and surfaces, such as light switches, tables in common areas, toilet and sink handles in bathrooms, kitchens, breakrooms, etc. on each floor three (3) times per day.
- Using fogging/misting equipment outside of normal work hours to disinfect areas following the identification of confirmed or suspected COVID-19 case for a colleague working in the office.
- Providing cleaning stations with nitrile gloves, disinfecting wipes or spray on every floor, no touch trash receptacles, and hand sanitizer for personal use and cleaning of personal workstation.

Colleague actions:

- Practicing routine cleaning and disinfection of personal workstation using material provided at cleaning stations
- Wiping down surfaces in common areas after use (e.g., conference room tables, chairs and door handles, printers, microwaves, refrigerator handles).



Hand Hygiene

Bechtel actions:

- Providing sanitary stations (e.g., disinfecting wipes, tissues) at common touch points (e.g., doors, copier machine, elevators).
- Providing disposable nitrile gloves to be worn while using cleaning and disinfecting chemicals and when accessing common areas where employees may encounter high touch surfaces.
- Monitoring the serviceability of hand washing stations, equipped with soap and water, in kitchen and bathroom areas, providing disposable towels at all hand washing stations.
- Providing information (posters, etc.) on proper hand washing and disinfection.

Colleague actions:

- Using sanitary stations and materials provided to practice frequent hand hygiene.



Use of Face Coverings at Work

Bechtel actions:

- Permitting colleagues to wear face coverings brought from home, providing reusable cloth face coverings and/or providing disposable face masks.
- Requiring all individuals to wear face coverings when and where 6 feet social distancing measures are difficult to maintain (e.g., common areas such as kitchens, conference rooms, corridors and hallways, elevator cars, parking lots, building access points).

Colleague actions:

- Wearing face coverings when and where 6 feet social distancing measures are difficult to maintain.
- Washing face coverings regularly.
- Report to their supervisors when face coverings cannot be used due to health conditions.



Communications

Bechtel actions:

- Communicating clearly the office's return to work plan and measures being implemented to provide a safe workplace.
- Identifying employees' responsibilities under the COVID-19 policies and guidance documents.
- Monitoring and promptly addressing employee concerns related to COVID-19 safety measures, and providing timely feedback on actions taken to address concerns.
- Providing a feedback mechanism for employees to voice concerns.
- In accordance with Bechtel's strict antiretaliation policy, ensuring that no adverse action is taken against any colleague because they raised a concern.
- Providing transparent, timely communication when a positive case has been identified on an office floor and the actions to follow.

Colleague actions:

- Providing feedback related to COVID-19 safety measures.
- Raising concerns regarding own safety or the safety of others with supervisor or ESH representative.